

Schedule 125-4

NEMAHA COUNTY HOSPITAL

July 6, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

125-4

AGENCY, BOARD OR COMMISSION

NEMAHA COUNTY HOSPITAL

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of November 21, 2003

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

CEO

DATE

6/23/05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrea I. Faling

STATE ARCHIVIST

DATE

June 30, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

John A. Sale

STATE RECORDS ADMINISTRATOR

DATE

7/16/05

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 125-4 – NEMAHA COUNTY HOSPITAL

125-4-1 ADMINISTRATION RECORDS

125-4-1-1 CONSULTANT REPORTS

Physician, lab, dietary, social services, etc.

Dispose of after 5 years.

125-4-1-2 LIABILITY INSURANCE POLICIES, HOSPITAL

Dispose of 5 years after lapse of the policy or when all claims have been settled, whichever is later, provided audit has been completed.¹

125-4-2 BUSINESS OFFICE RECORDS

125-4-2-1 1099 FORMS

Forms sent to entities where charges for services exceed \$600 during the year.

Information includes vendor FTIN and payments.

See General Records Schedule 24, 1099 FORMS.

125-4-2-2 ACCOUNTS PAYABLE

May include invoices, purchase orders, receivers, vouchers, reimbursement, refunds, etc.

Dispose of after 6 years, provided audit has been completed.¹

125-4-2-3 ADJUSTMENT SHEETS

Miscellaneous adjustments to patient accounts.

Dispose of after 6 years, provided audit has been completed.¹

125-4-2-4 ADMITTING AND BILLING RECORDS

Includes admissions form, UB92, itemized statement, EOB, etc.

Dispose of after 6 years.

125-4-2-5 BAD DEBT TRANSFERS-WRITE OFFS

Dispose of after 3 years, provided audit has been completed.¹

125-4-2-6 BANK STATEMENTS

Statement of accounts, cancelled checks and deposit records.

See General Records Schedule 24, BANK STATEMENTS.

125-4-2-7 BUDGET REPORTS

Dispose of after 3 years, provided audit has been completed.¹

125-4-2-8 CASH RECEIPT TICKETS (OVER THE COUNTER CASH WORKSHEET)

Dispose of after 6 years, provided audit has been completed.¹

125-4-2-9 CENSUS REPORTS

Original records of midnight census and daily floor census.

Dispose of after 6 years.

125-4-2-10 CERTIFICATE OF DEPOSIT (CD) BIDS

Letters requesting and confirming certificate of deposit bids.

Dispose of after 6 years.

125-4-2-11 CERFTIFICATE OF DEPOSIT (CD) INTEREST SPREADSHEET

CD interest and accrued CD interest.

Dispose of after 2 years.

125-4-2-12 CHARGE MASTER

Beginning new fiscal year after price changes approved and entered.

Dispose of after 6 years.

125-4-2-13 DEPRECIATION RECORDS

Dispose of after equipment is surplusd or destroyed, provided audit has been completed.¹

125-4-2-14 GENERAL LEDGER

Dispose of after 6 years, provided audit has been completed.¹

125-4-2-15 GENERAL LEDGER REPORTS

Monthly and year-end Detail Trial Balance.

Dispose of 6 years, provided audit has been report is filed OR 3 years after the month the NPR (Notice Provider Reimbursement) letter is issued, whichever is later, provided audit has been completed.¹

125-4-2-16 JOURNAL VOUCHERS

Journal vouchers posted to the General Ledger each month.

Dispose of after 6 years, provided audit has been completed.¹

125-4-2-17 LATE CHARGE TRANSACTIONS

Dispose of after 6 years.

125-4-2-18 MEDICAID COST REPORTS

Dispose of 6 years after the month the cost report is filed OR 3 years after the month the NPR (Notice Provider Reimbursement) letter is issued, whichever is later, provided audit has been compelted.¹

125-4-2-19 MEDICARE COST REPORTS

Dispose of 6 years after the month the cost report is filed or 3 years after the month the NPR (Notice Provider Reimbursement) letter is issued, whichever is later, provided audit has been completed.¹

125-4-2-20 PATIENT BILLING BALANCE

Listing of patient account balances.

Dispose of after 18 months, provided audit has been completed.¹

125-4-2-21 PATIENT CHARGE SLIPS

Department charge slips and batch reports.

Dispose of after 6 years, provided audit has been completed.¹

125-4-2-22 PATIENT REVENUE AND USAGE

Dispose of after 6 years.

125-4-2-23 PAYMENT SUMMARY AND REVIEW REPORT

Medicare printout of transactions for the fiscal year.

Dispose of 6 years after the month the cost report is filed or 3 years after the month the NPR (Notice Provider Reimbursement) letter is issued, whichever is later, provided audit has been completed.¹

125-4-2-24 POSTAGE METER

See General Records Schedule 24, POSTAGE METER RECORDS.

125-4-2-25 RECEIPTS, MISCELLANEOUS

See General Records Schedule 24, MISCELLANEOUS RECEIPTS.

125-4-2-26 REMITTANCE ADVICES/LOGS

Medicare/Medicaid remittance advices entered in A/R via log system.

Dispose of after 6 years, provided audit has been completed.¹

125-4-2-27 RESPONSIBILITY REPORT

Revenues and expenses attributed to each individual department.

Dispose of after 6 years.

125-4-2-28 UNIX SYSTEM DATABASE

Contains financial and purchasing data. Data is used to generate reports that are printed out. These reports are listed as separate records series.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

125-4-2-29 VTOC REPORT

Report telling how much available space is on UNIX System Database.

See General Records Schedule 24.

125-4-2-30 YEAR END AUDIT REPORTS

Reports given by the hospital's auditors reporting their findings on the financial status of the hospital.

Retain permanently.

125-4-2-31 ZERO BALANCE REPORTS

Patient accounts at a zero balance and dropped from the computer.

Dispose of after 3 years.

125-4-3 CARDIAC REHABILITATION RECORDS

125-4-3-1 CRASH CART CHECK LIST

List of all supplies in crash cart.

Dispose of after 5 years.

125-4-3-2 DEFIBRILLATOR CHECK LIST

Log of the defibrillator at the beginning of each shift to ensure its operation.

Dispose of after 3 years.

125-4-4 DIETARY RECORDS

125-4-4-1 DIET SHEETS

Patient's dietary information.

Dispose of after 1 year.

125-4-4-2 FOOD COSTS

Dispose of after 5 years.

125-4-4-3 MEAL COUNTS

Dispose of after 5 years.

125-4-4-4 MENUS

Dispose of after 2 years.

125-4-5 EMERGENCY ROOM RECORDS

125-4-5-1 EMERGENCY ROOM LOGBOOK

Retain permanently.

**125-4-5-2 EMERGENCY MEDICAL TECHNICIAN'S (EMT'S)
EXPIRED LICENSES (COPIES)**

EMTs hired by the hospital.

Dispose of after expiration of EMT certificate.

125-4-5-3 ER REFRIGERATION TEMPERATURES (OBSOLETE JULY 1997)

Immediately dispose of obsolete records.

125-4-5-4 HEART MONITOR DEFIBRILLATOR BATTERY CHECKS

Battery checks are performed at the beginning of every shift and results recorded.

Dispose of after 6 months.

125-4-6 HOUSEKEEPING/ LAUNDRY RECORDS

125-4-6-1 DAILY POUNDAGE LOG

Records of each department's soiled linen per day.

Dispose of after 1 year.

125-4-6-2 LABOR DISTRIBUTION RECORD

Copy of payroll labor distribution record. The original is maintained in the Personnel Department, item #125-4-12-15.

Dispose of after 1 year.

125-4-6-3 REQUISITION REPORT

Notice of supplies checked out from central supply.

Dispose of after 1 year.

125-4-7 LABORATORY RECORDS

125-4-7-1 ACCESSION RECORDS

Dispose of after 2 years.

125-4-7-2 BLOOD BANK RECORDS

May include Blood Transfusion Log, type and cross-matching records, Blood Bank Quality Control records, Blood Bank Temperature and Blood Inspection Log.

Dispose of after 5 years.

125-4-7-3 EQUIPMENT MAINTENANCE RECORDS

Dispose of after equipment is surplus or destroyed.

125-4-7-4 PATIENT REPORT (LAB COPY)

Dispose of after 2 years.

125-4-7-5 PROFICIENCY TESTING REPORTS

Dispose of after 2 years.

125-4-7-6 QUALITY CONTROL RECORDS

May include Quality Control Worksheets, Instrument Printouts, QAS Reports, etc.

Dispose of after 2 years.

125-4-7-7 REQUESTS FOR TESTS

Requisition for clinical laboratory tests.

Dispose of after 2 months.

125-4-7-8 TEMPERATURE RECORDS

Temperature of refrigerators and incubators.

Dispose of after 2 years.

125-4-7-9 WORKSHEETS, DAILY

Dispose of after 2 years.

125-4-8 MAINTENANCE RECORDS

125-4-8-1 BIO ELECTRONIC PREVENTIVE MAINTENANCE

Dispose of after equipment is surplus or destroyed.

125-4-8-2 BIO ELECTRONIC REPAIR LOGS

Dispose of after equipment is surplus or destroyed.

125-4-8-3 CONDUCTIVITY CHECK LOG

Dispose of after 5 years.

125-4-8-4 EMERGENCY GENERATOR TEST

Load monthly, exercise weekly.

Dispose of after 3 years.

125-4-8-5 EQUIPMENT LIST

Dispose of after 10 years.

125-4-8-6 FUEL OIL LOG

Monthly fuel oil measures.

Dispose of after 5 years.

125-4-9 HEALTH INFORMATION SERVICES RECORDS

125-4-9-1 DESTRUCTION LOG

Retain permanently.

125-4-9-2 DIAGNOSTIC RELATED GROUP PAYMENT REPORTS (DRG REPORTS)

Dispose of after 5 years.

125-4-9-3 DISEASE INDEX

Admissions categorized by disease/diagnosis.

Dispose of after 10 years.

125-4-9-4 MEDICAL RECORDS (INPATIENT AND OUTPATIENT)

Confidential medical record of every patient admitted for care in the hospital or treated in the emergency or outpatient service. Medical records will contain, when applicable, the following: Autopsy findings, chief complaint, clinical pathology laboratory reports, consultations, discharge summary, history and physical examination, identification data, present illness, progress notes (all disciplines), provisional diagnosis, radiology reports, tissue report, treatment, medical and surgical, and others not specifically listed here. For purposes of retention and inclusion, Medical Records shall not include original x-ray film, laboratory samples, slides or tissues.

Dispose of 10 years after the patient is discharged or expired; OR 3 years after patient reached the ages of majority (19 years), whichever is later.

125-4-9-5 MEDICAL STAFF BYLAWS, RULES AND REGULATIONS
Retain permanently.

125-4-9-6 OPERATION INDEX
Admissions categorized by operation.
Dispose of after 10 years.

125-4-9-7 PATIENT INDEX
Patient admissions in date order.
Retain permanently.

125-4-9-8 PATIENT INDEX CARDS
Index to patient's medical records.
Retain permanently.

125-4-9-9 PHYSICIAN CALL SCHEDULES
List of physicians' on-call by calendar dates.
Dispose of after 10 years.

125-4-9-10 PHYSICIAN CREDENTIALS
Dispose of 10 years after the physician is no longer on staff and medical staff membership has been discontinued.

125-4-9-11 PRO/TSCN DOCUMENTATION
Peer Review Organization – The Sunderbruch Corporation records requested, denials, contracts, etc.
Dispose of after 5 years.

125-4-9-12 STATISTICS REPORT
Monthly statistical reports compiled for Board of Directors, State, etc.
Dispose of 5 years after the month the cost report is filed OR 3 years after the month the NPR is issued, whichever is later.

125-4-9-13 SURGICAL CASE REVIEW
Dispose of after 10 years.

125-4-9-14 SURVEY REPORTS
Joint Commission on Accreditation on Hospitals reports, notes and statistical survey reports, etc.
Dispose of after 5 years.

125-4-9-15 UTILIZATION REVIEW REPORTS
U.R. Committee worksheets, physician certification and recertification, etc.
Dispose of 5 years after the month the Cost Report is filed OR 3 years after the month the NPR is issued, whichever is later.

125-4-10 NURSING RECORDS

125-4-10-1 CRASH CART CHECKLIST

Dispose of after 5 years.

125-4-10-2 DAILY MANHOUR AND ACTIVITY REPORTS

Dispose of after 6 years.

125-4-10-3 DELIVERY ROOM LOGBOOK

Log of deliveries at hospital.

Retain permanently.

125-4-10-4 NURSING ASSIGNMENT SHEETS

Dispose of after 3 years.

125-4-10-5 NURSING CARE PLAN

May include Kardex.

Dispose of 1 month after dismissal or expiration of patient.

125-4-10-6 REFRIGERATION TEMPERATURES

Includes ER, Pharmacy, Medication Room, Nurses Station Dietary, etc.

Dispose of after 1 year.

125-4-10-7 SECURITY ROUNDS

Dispose of after 1 year.

125-4-10-8 SHIFT REPORT FORM

Each shift Supervisor/Charge Nurse completes this on a daily basis.

Dispose of after 2 years.

125-4-10-9 SURE STEP QUALITY CONTROL

Dispose of after 5 years.

**125-4-11 OPERATING ROOM/STERILE SERVICES
RECORDS**

125-4-11-1 EQUIPMENT AND MAINTENANCE RECORDS

May include equipment checks, and cleaning.

Dispose of after 5 years.

**125-4-11-2 LINE TESTING FOR DELIVERY ROOM AND OPERATING
ROOM**

Dispose of after 5 years.

125-4-11-3 OPERATING ROOM INDEX

OR staff experience.

Dispose of after 5 years.

125-4-11-4 OPERATING ROOM LOGBOOK

Retain permanently.

125-4-11-5 POST-OP CALL SHEETS

Dispose of after 5 years.

125-4-11-6 STERILIZATION MONITORS

Includes Spore Tests, Load Cards, Recorder Charts, etc.

Dispose of after 5 years.

125-4-12 PERSONNEL/PAYROLL RECORDS

125-4-12-1 941 RECORDS

Request for check, copy of check and payment coupon, etc.

Dispose of after 5 years, provided audit has been completed.¹

125-4-12-2 BENEFIT RECORDS

Request for check, statement from company, register for deductions, etc.

Dispose of after 3 years, provided audit has been completed.¹

125-4-12-3 CURRENT HOURS AND DOLLARS REGISTER

Payroll hours and dollars register.

Dispose of after 5 years.

125-4-12-4 DEDUCTION REGISTER

Payroll deduction register.

Dispose of after 5 years, provided audit has been completed.¹

125-4-12-5 DISABILITY CLAIMS

Short and long term disability claims.

Dispose of 5 years after final settlement of claim.

125-4-12-6 EMPLOYEE BENEFIT POLICIES

Health, short-long term, disability, etc.

Dispose of 5 years after the policy is terminated or lapsed.

125-4-12-7 EMPLOYEE/PERSONNEL HISTORY FILES

Includes orientation, in-service, etc.

See General Records Schedule 24.

125-4-12-8 EMPLOYEE PERSONNEL SHEETS

Employee information updates, printed quarterly.

Dispose of after 5 years.

125-4-12-9 EMPLOYEE TIME CLOCK RECORDS

Includes punch detail, yellow information cards, overtime approval and request for vacation.

See General Records Schedule 24.

125-4-12-10 EMPLOYMENT APPLICATIONS OF PERSONS NOT HIRED

May include application, structured interview questions, supplemental questionnaires, screening or scoring devices and any other material used in the hiring process.

See General Records Schedule 24.

125-4-12-11 FTE REGISTER

Payroll FTE register.

Dispose of after 5 years, provided audit has been completed.¹

125-4-12-12 INCIDENT REPORTS

Employee, patient, visitor, contract employee, etc.

Dispose of after 60 days.

125-4-12-13 INFORMATION CARDS, YELLOW

Includes payroll information, overtime approval, and request for holidays, etc.

Dispose of after 3 years, provided audit has been completed.¹

125-4-12-14 JOB DESCRIPTIONS

Dispose of 5 years after superseded.

125-4-12-15 LABOR DISTRIBUTION REGISTER

Payroll labor distribution register.

Dispose of after 5 years, provided audit has been completed.¹

125-4-12-16 ORIENTATION OF NEW EMPLOYEES

Dispose of 1 year after employee termination.

125-4-12-17 PAY PERIOD CALENDAR

Dispose of after 10 years.

125-4-12-18 PAY REGISTER

Includes employee's name, number, social security number, department number, job class, hire date, full or part-time, W-4 exemptions, checks issued including breakdown for regular or overtime, weekend, differential pay, etc., and deductions.

See General Records Schedule 24.

125-4-12-19 PAYROLL BASE WAGE AND DIFFERENTIALS

Includes starting salary, shift differentials for 7-3, 3-11 or 11-7 shifts, differentials for shift supervisors, BSNs, LPN IV, etc., and weekend differentials, and other differentials.

Retain permanently.

125-4-12-20 PAYROLL CHECK REGISTER (FORMERLY CHECK REGISTER)

Payroll check register.

Dispose of after 5 years, provided audit has been completed.¹

125-4-12-21 PAYROLL GENERAL LEDGER

Includes transactions and interfacing.

Dispose of after 3 years, provided audit has been completed.¹

125-4-12-22 PAYROLL PAY CODES

Dispose of after 10 years.

125-4-12-23 POSITION ADVERTISEMENT AND NOTICES

Notice and advertisement of positions.

Dispose of after 3 years.

125-4-12-24 QUARTERLY REPORTS

Unemployment, FICA, taxes withheld, etc.

See General Records Schedule 24.

125-4-12-25 REQUEST FOR APPROVED EDUCATION

Requests for approved education programs/in-service, etc.

Dispose of after 3 years, provided audit has been completed.¹

125-4-12-26 UNEMPLOYMENT REPORTS

Unemployment reimbursable reports.

Dispose of after 5 years.

125-4-12-27 VACATION BENEFIT REGISTER

Dispose of after 5 years, provided audit has been completed.¹

125-4-12-28 VACATION LIABILITY REGISTER

Dispose of after 5 years, provided audit has been completed.¹

125-4-12-29 WORKERS COMPENSATION POLICIES

Dispose of after 4 years.

125-4-13 PHARMACY RECORDS

125-4-13-1 ADVERSE DRUG REACTIONS

FDA, manufacturer, other notifications and ADR reports.

Dispose of after 2 years.

125-4-13-2 DEA FORM 222 AND INVOICES

Narcotic order forms.

Dispose of after 7 years.

**125-4-13-3 SIGN-OUT LOG SHEET (FORMERLY DIRECT DISPATCH
SHEET BLUE/PINK STICKERS)**

Daily usage of stock items from pharmacy.

Dispose of after 6 months.

125-4-13-4 DRUG DESTRUCTION LOG

Dispose of after 2 years.

125-4-13-5 EDUCATION LOGS

Includes Medical Staff, Nursing, Community In-services, etc.

Dispose of after 5 years.

125-4-13-6 EMPLOYEE AND PATIENT PROFILES

Contains information by law and for patients' insurance company.

Dispose of after 2 years.

125-4-13-7 FINANCIAL RECORDS

Includes all financial records not specifically listed elsewhere.

Dispose of after 3 years, provided audit has been completed.¹

125-4-13-8 INVOICES

See General Records Schedule 24.

125-4-13-9 NARCOTIC COUNT FORMS

Narcotic count form for all nursing shifts.

Dispose of after 2 years.

125-4-13-10 OUTDATED RETURNS

Credits for returned or outdated goods and drugs received in error.

Dispose of after 2 years.

125-4-13-11 PARENTERAL LOGS

Includes Chemotherapy, IV Admix, Compounding Logs, etc.

Dispose of after 2 years.

125-4-13-12 PRESCRIPTIONS

Scheduled and non-scheduled.

Dispose of after 7 years.

125-4-13-13 REFRIGERATION/FREEZER TEMPERATURE MONITORING SHEET

Monitoring the refrigeration-freezer temperatures.

Dispose of after 1 year.

125-4-13-14 REPACKAGING LOG SHEETS

Bulk Medication unit dose packing with the batch numbers and expirations.

Dispose of after 2 years.

125-4-14 PHYSICAL, OCCUPATIONAL, AND SPEECH THERAPY RECORDS

125-4-14-1 DAILY RECORD, COMPUTER PRINTOUTS

Verification of charges on UNIX System Database, item #125-4-2-28.

Dispose of after verification of data.

**125-4-14-2 EQUIPMENT INSPECTION AND MAINTENANCE
RECORDS**

Equipment check and cleaning.

Dispose of after 5 years.

125-4-14-3 INPATIENT AND OUTPATIENT CHARTS (COPIES)

Dispose of after 2 years.

125-4-14-4 RECAPULATION SHEETS

Daily log and treatments.

Dispose of after 2 years.

125-4-15 PURCHASING RECORDS

**125-4-15-1 BIDS/EQUIPMENT AND SUPPLY PROCUREMENT
RECORDS**

Includes specifications, affidavits of publication of calls for bids, accepted and rejected bids, purchase orders and correspondence relating to the acquisition of supplies and equipment for agency use.

REJECTED BIDS: Dispose of after 2 years, provided audit has been completed.¹

ACCEPTED BIDS AND RELATED INFORMATION: Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

125-4-15-2 DAILY JOURNAL

Total of requisitions entered on UNIX System Database, item #125-4-2-28.

Dispose of after 1 year.

125-4-15-3 REQUISITION SHEETS

Worksheets used to enter data on computer system.

Dispose of after data has been entered and verified.

125-4-16 RADIOLOGY RECORDS

125-4-16-1 FILM BADGE REPORTS

Employee radiation exposure history.

Dispose of 5 years after review by the Consumer Health Services, Regulation and Licensure, Health and Human Services System.

125-4-16-2 FILM FILE

X-Ray film, CT, MR, U/S, etc.

Dispose of after 5 years.

125-4-16-3 INSERVICE RECORD

Dispose of after 5 years.

125-4-16-4 PATIENT AND STAFF FLOURO EXPOSURE TIME

Amount of time flouro is exposing patient and staff during exam.

Dispose of 5 years after review by the Consumer Health Services, Regulation and Licensure, Health and Human Services System.

125-4-16-5 RADIOLOGIST REPORT (IN FILM PACK)

Dispose of after 5 years.

125-4-16-6 SERVICE REPORTS ON RADIOLOGY EQUIPMENT

Dispose of 5 years after equipment is surplusd or discarded, provided review by the Consumer Health Services, Regulation and Licensure, Health and Human Services System, is completed.

125-4-17 GENERAL RECORDS

125-4-17-1 ATTORNEY'S OPINIONS AND ADVICE

See General Records Schedule 24.

125-4-17-2 CONTRACTS FOR SUPPLIES AND SERVICES

See General Records Schedule 24.

125-4-17-3 CORRESPONDENCE

See General Records Schedule 24.

125-4-17-4 FIRE INSPECTION RECORDS

Includes fire drills, inspection records, etc.

Dispose of after 6 years.

125-4-17-5 INVENTORY RECORDS

Records of various inventories taken, including equipment, supplies, etc.

See General Records Schedule 24.

125-4-17-6 MEETING MINUTES AND AGENDAS

MINUTES OF THE HOSPITAL'S BOARD OF DIRECTORS: See General Records Schedule 24.

MEDICAL STAFF AND TRANSFUSION COMMITTEE MEETING: Dispose of after 10 years.

INDIVIDUAL DEPARTMENT MEETINGS: Dispose of after 2 years.

ALL OTHER MEETINGS: Dispose of after 5 years.

125-4-17-5 MEMORANDA, INTEROFFICE

See General Records Schedule 24.

125-4-17-6 POLICIES AND PROCEDURES

Retain one copy permanently; dispose of all other copies after superseded or obsolete.

125-4-17-7 PURCHASE ORDERS

See General Records Schedule 24.

**125-4-17-8 QUALITY IMPROVEMENT/QUALITY ASSESSMENT
REPORTS**

Quality improvement and assessment reports.

Dispose of after 5 years.

125-4-17-9 STAFF AND WORK SCHEDULES

Dispose of after 2 years.

125-4-17 AMBULANCE RECORDS

125-4-18-1 AMBULANCE LOG BOOK

Retain permanently.

NOTE

1. These records may be disposed of after the required retention period provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet